

SUPERIOR COURT OF CALIFORNIA, COUNTY OF KERN

www.kern.courts.ca.gov



EMPLOYMENT OPPORTUNITY

COURTROOM CLERK I

\$2567 - \$3134, monthly approximate
Exam # 0067

FILING DATE: APPLY IMMEDIATELY. Applications will be accepted until cancellation of this notice which may occur at any time with or without notice. Resumes will not be accepted in lieu of applications. Typing certificates must accompany application.

APPLY ONLINE AT www.kern.courts.ca.gov. IF APPLYING ONLINE, TYPING CERTIFICATE MUST BE FAXED TO 661/861-2207. Indicate name and exam number on certificate.

MINIMUM QUALIFICATIONS: Two years of responsible clerical or court related experience providing knowledge of legal processes and court procedures, or any equivalent combination of training and experience; verified typing speed of no less than 35 nwpm; California Class C Driver's License as required by assignment. Applicants must submit a copy of their typing or keyboard certificate issued within the last two years with their completed application by the final application filing date.

Knowledge of: legal terminology and general court procedures; computerized and manual record keeping methods and techniques; proper office methods and procedures; proper English usage, spelling, grammar, and punctuation.

Ability to: learn, follow, and explain the procedures for filing, processing, issuing, and recording Superior Court actions, documents, and records particularly as they apply to in-court operations and activities; learn, understand, and apply the laws, codes, and regulations governing Superior Court legal processing operations and activities; accurately prepare/compose and process minutes of the Court, Court orders, and other documents using appropriate legal terminology and forms; organize, coordinate, and prioritize a variety of operations and activities to successfully meet established requirements and critical timelines; maintain accurate records in compliance with established rules and standards; understand and follow oral and written instructions; read and comprehend legal documents; use tact and poise in dealing with the public, attorneys, staff, and others including under difficult or tense circumstances; effectively communicate in both oral and written forms; type at a minimum rate of 35 net wpm; accurately enter data and generate documents and reports using computerized record keeping systems; accurately perform arithmetical calculations; operate standard office equipment including typewriter, word processor, computer terminal, printer, calculator, telephone and copier; meet the physical requirements necessary to safely and effectively perform required duties to include maintaining close attention to court proceedings, typing/entering data, operating a motor vehicle, and moving boxes of materials and supplies on an occasional basis; establish and maintain effective work relationships with those contacted in the performance of required duties

ESSENTIAL FUNCTIONS:

- Attends court sessions; maintains official record of court proceedings; takes rough minutes; administers oaths to witnesses, interpreters, jurors, and others as required; reads information to jury; reads verdicts; and polls jurors as necessary
- Prepares, assembles, processes, and/or maintains a variety of reports, logs, forms, and official documents generated from court proceedings such as minutes, abstracts, rulings, orders, criminal commitments, Judicial Council statistics/reports, and certified copies of court documents; uses appropriate legal terminology and format, ensures all necessary items/paperwork are included, submits for judge's signature, and/or copies, files, and distributes documents as appropriate
- Enters a variety of data into computer systems and/or registers of actions as appropriate to record court proceedings/actions and to generate/update a variety of documents such as court calendars, minutes, minute orders, rulings, motions, pleas, verdicts, sentencing, warrants, recalls, charges, etc.

AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY

Courtroom Clerk (cont.)

- Acts as a liaison between judge, attorneys, agencies, and the public; answers inquiries, provides information and interpretation of court policies and procedures, relays/obtains information as requested
- Maintains assigned courtroom calendar; coordinates court scheduling with presiding department and various attorneys; sets and confirms dates as appropriate
- Tracks cases submitted to the court; monitors filing dates and timelines; tracks, obtains, and assembles appropriate reports, files, and documents to ensure Judge has appropriate records at the appropriate time
- Assists judge in the jury selection process and maintains jury records; orders jury panels, schedules jurors for examination, calls/releases jurors on call, tracks preemptory challenges and challenges for cause, maintains jury ladder, maintains attendance records, prepares and processes jury expense claims, and collects jury fees as appropriate; maintains liaison with jury commissioner
- Maintains control of and acts as custodian of exhibits during trials/hearings; receives, marks, and tags exhibits with identification; maintains exhibit list; ensures proper security of exhibits; and releases/returns exhibits as appropriate
- Reviews orders, filings, judgments, divorce decrees, and other documents for accuracy and conformance to orders/petitions; prepares and submits orders for Judge's signature or returns for corrections as appropriate
- Prepares and issues legal documents and court records as directed by the Court such as warrants, attachments, bail forfeitures, recall notices, and various orders
- Reviews, verifies, and calculates claims for payment for court appointed attorneys, investigators, doctors, and others; ensures accuracy, submits claims to judge for signature, and forwards for processing
- Types a variety of forms, reports, correspondence, and other documents such as minutes, minute orders, rulings, and abstracts; copies, files, and distributes documents as appropriate
- Provides a variety of support functions for assigned judge; checks on status of cases; obtains files, documents, information, materials, and supplies as needed or requested

Other Functions

- Operates a variety of standard office equipment such as typewriter, copier, and calculator; operates computer for word processing and/or data entry as assigned
- Performs related duties similar to the above in scope and function as required

APPRAISAL (Weight 100%): of training, education, experience, interest and personal fitness for the work based on any combination of the following: Investigation, written exam, oral exam, and rating of application. Only the most qualified candidates, based on submitted application materials, will be accepted. All applicants meeting the minimum qualifications are not guaranteed advancement to the interview phase of the examination. The Court does not discriminate against the disabled. Please advise the Human Resources Department if you will require special accommodation to participate in the examination.

Following an offer of employment, you will be required to submit to physical, substance abuse, and/or background screenings at Court expense.

CONTACT INFORMATION:

Attn: Human Resources
Superior Court of California, County of Kern
1415 Truxtun Ave, 2nd floor
Bakersfield, CA 93301
PHONE: 661-868-4957
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E-MAIL: WMHR@kern.courts.ca.gov

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice. The Court also reserves the right to change the selection process to be used at any time during the process of this recruitment. Candidates should not assume that their inclusion in the examination process guarantees appointment to Court vacancies.

Please note: This job bulletin is not a complete job description.